

PROJECT INFORMATION FORM FOR PRELIMINARY REVIEW

(To be completed by the Applicant or Representative)

NOTE: Please answer all questions as accurately and completely as possible to avoid possible delays in processing. Attach additional sheets as necessary.

I. TYPE OF PROJECT Please check the Permit(s) that have been requested:

- ☐ Director Review ☐ Use Permit ☐ Lot Line Adjustment ☐ Land Division (4 or fewer)
☐ Subdivision ☐ Specific Plan ☐ Zone Variance ☐ Zoning Amendment
☐ General Plan Amendment ☐ Other _____

1. Applicant's Name: _____

2. Project Title: _____

3. Lot Size (sq.ft./ac.): _____ Assessor Parcel #: _____

4. Project Location: _____

5. Has your project been described in detail in the project application? Yes ☐ No ☐

6. Please Specify:
Number of Units: _____ Building Height/# of floors: _____
Number of Buildings: _____ Density (units per acre): _____

Total lot coverage/impervious surface (sq. ft. & %): _____

a. Buildings (first floor lot coverage /sq. ft. & %): _____

b. Paved parking & access (sq. ft. & %): _____

Landscaping/screening and fencing:

a. Landscaping (sq. ft. & %) : _____

b. Undisturbed (sq. ft. & %) : _____

Total parking spaces provided:

a. Uncovered: _____

b. Covered: _____

c. Guest/Handicapped: _____

II. SITE PLAN

Are all existing and proposed improvements shown on the Plot Plan (See attached Plot Plan Requirements)?

Yes ☐ No ☐

III. ENVIRONMENTAL SETTING

(Use one copy of the Tentative Map or Plot Plan as needed to show any necessary information. Attach photographs of the site, if possible.)

1. VICINITY MAP:
Attach a copy of assessor's parcel pages or a vicinity map showing the subject property in relation to nearby streets and lots or other significant features.

2. EXISTING DEVELOPMENT:
Vacant ☐ If the site is developed, describe all existing use(s)/improvements, such as structures, roads, etc. Does the Plot Plan show these uses? Yes ☐ No ☐ _____

3. ACCESS/CIRCULATION:
 Name of Street Frontage(s). _____
 Paved ☐ Dirt ☐ No existing access ☐
 Are there any private roads/drives or road easements on/through the property? Yes ☐ No ☐
 Has an encroachment permit been applied for from Public Works/Caltrans? Yes ☐ No ☐
 Does the property have any existing driveways or access points? Yes ☐ No ☐
 Are any new access points proposed? Yes ☐ No ☐
 Does the Plot Plan show the driveways or access points? Yes ☐ No ☐
 Describe the number and type of vehicles associated with the project: _____
4. ADJACENT LAND USES:
 A. Describe the existing land use(s) on adjacent properties. Also note any major man-made or natural features (i.e. highways, stream channels, number and type of structures, etc.).
- | <u>LAND USE</u> | <u>LAND USE</u> |
|-----------------|-----------------|
| North: _____ | South: _____ |
| East: _____ | West: _____ |
- B. Will the proposed project result in substantial changes in either pattern, scale or character of use in the general area? Yes ☐ No ☐ If YES, how does the project propose to lessen potential adverse impacts to surrounding uses? _____

5. SITE TOPOGRAPHY:
 Is the site on filled land? Yes ☐ No ☐ Describe the site's topography (i.e. landforms, slopes, etc.). _____

6. DRAINAGES:
 A. Describe existing drainage ways or wetlands on or near the project site (i.e. rivers, creeks and drainage ditches 12" or deeper and/or within 30' of the property): _____

- B. Are there any drainage easements on the parcel? Yes ☐ No ☐
 C. Will the project require altering any streams or drainage channels? Yes ☐ No ☐ If YES, contact the Department of Fish and Game for a stream alteration permit. IF YES TO ANY OF THE ABOVE, SHOW LOCATION ON PLOT PLAN AND NOTE ANY ALTERATION OR WORK TO BE DONE WITHIN 30 FEET OF THE STREAM OR DRAINAGE.
7. VEGETATION:
 A. Describe the site's vegetation and the percentage of the site it covers (map major areas of vegetation on the Plot Plan): _____

- B. How many trees will need to be removed? _____
 C. Are there any unique, rare or endangered plant species on site? Yes ☐ No ☐
 D. Has the site been used for the production of agricultural crops/trees or grazing/pasture land in the past or at the present time? Yes ☐ No ☐
 E. Is landscaping/planting of new vegetation proposed? Yes ☐ No ☐
8. WILDLIFE:
 A. Will the project impact existing fish and wildlife? Yes ☐ No ☐

Describe existing fish and wildlife on-site and note any proposed measures (if any) to avoid or mitigate impacts to fish and wildlife: _____

B. Are there any unique, rare or endangered animal species on-site? Yes ☐ No ☐

9. CULTURAL RESOURCES:

A. Are there any cemeteries, structures, or other items of historical or archaeological interest on the property? Yes ☐ No ☐ Specify: _____

10. SITE GRADING:

A. Will more than 10,000 square feet of site area be cleared and/or graded? Yes ☐ No ☐ If YES, how much? _____

B. Will the project require any cuts of greater than 4' or fills of greater than 3'? Yes ☐ No ☐

C. Will the project require more than 200 cubic yards of cut or fill? Yes ☐ No ☐ If YES, how much? _____ If YES to A, B or C, contact the Public Works Department for a grading permit.

D. Will site grading occur on slopes of 10% or more? Yes ☐ No ☐

E. Note any measures to be taken to reduce dust, prevent soil erosion, or the discharge of earthen material off-site or into surface waters. _____

11. AIR QUALITY:

A. Will the project have any wood burning devices? Yes ☐ No ☐ If YES, how many? _____

B. Which fuel sources will the proposed project use? Wood ☐ Electric ☐ Propane/Gas ☐

C. Will the proposal cause dust, ash, smoke, fumes or odors in the vicinity? Yes ☐ No ☐

12. VISUAL/AESTHETICS:

A. How does the proposed project blend with the existing surrounding land uses? _____

B. How does the proposed project affect views from existing residential/commercial developments, public lands or roads? _____

C. If any outdoor lighting is proposed with the project, describe the number, type and location. _____

13. NATURAL HAZARDS:

A. Is the site known to be subject to geologic hazards such as earthquakes, landslides, mudslides, ground failure, flooding, avalanche or similar hazards? Yes ☐ No ☐ (Circle applicable hazard[s]).

B. Will any hazardous waste materials such as toxic substances, flammables or explosives be used or generated? Yes ☐ No ☐

C. Does the project require the disposal or release of any hazardous substances? Yes ☐ No ☐

D. Will the project generate significant amounts of solid waste or litter? Yes ☐ No ☐

E. Will there be a substantial change in existing noise or vibration levels? Yes ☐ No ☐

If yes to any of the above, please describe: _____

14. **OTHER PERMITS REQUIRED:**
List any other related permits and other public approvals required for this project, including those required by county, regional, state and federal agencies:
- ☐ Encroachment Permits *from either Public Works/Caltrans.*
 - ☐ Stream Alteration Permit from the *Department of Fish and Game*
 - ☐ 404 Wetland Permit from *Army Corps of Engineers*
 - ☐ Grading Permit from *Public Works*
 - ☐ Building Permit from the *County Building Department*
 - ☐ Well/Septic from the *County Health Department*
 - ☐ Timber Land Conversion from the *California Department of Forestry*
 - ☐ Waste Discharge Permit from *Lahontan Regional Water Quality Control Board*
 - ☐ Other _____

IV. SERVICES

1. Indicate how the following services will be provided for your project and the availability of service.
- a. Electricity: _____
Underground ☐ Overhead service ☐ (Show location of existing utility lines on Plot Plan)
 - b. Road/Access: _____
 - c. Water Supply: _____
 - d. Sewage Disposal: _____
 - e. Fire Protection: _____
 - f. School District: _____
2. If an extension of any of the above is necessary, indicate which service(s), the length of the extension(s), and the infrastructure proposed: _____
- _____

Certification

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Date: _____ **Signature:** _____

For: _____

NOTE: Failure to provide any of the requested information will result in an incomplete application and thereby delay processing.